

 		
KJCC FACILITY ORDER	SECTION NUMBER 3240	PAGE NUMBER 1 of 10
	CHAPTER & SUBJECT: SAFETY AND SECURITY: Tool Control	
Approved By: (Signature on file) Superintendent		Original Date Issued: 12/11/89
		Current Amendment Effective: 11/21/06
		Replaces Amendment Issued: 11/16/06

POLICY

The Kansas Juvenile Correctional Complex (KJCC) provides a safe and secure environment for juveniles and staff by assuring that tools that have high potential for illegal, lethal or destructive use are managed and controlled properly.

This facility order outlines procedures for the use and management of tools and for maintaining a system of internal accountability in each area for newly purchased tools, replacement of existing tools and actions if a tool is reported missing. Under no circumstances will any employee introduce any tool into the facility, unit or area that is not issued or controlled by the proper authority.

DEFINITIONS

Class A Tools: Hazardous tools that are most likely to be used in an escape attempt or to do bodily harm to staff or juveniles. This group includes, but is not limited to, the tools listed in Attachment A of this policy.

Class B Tools: Less hazardous tools, such as the following: crescent wrenches, all sizes; ratchet and socket sets, all sizes; box and open-end wrenches, all sizes; pipe cutters, all sizes.

Restricted Equipment or Materials: Examples are as follows: ropes, cords, twines; log chains, any size or length; electrical wiring and steel wiring; garden hoses, air hoses, fan belts; piping of any type or any length.; lumber of any type or any length; hazardous materials/chemicals such as gasoline, rubber cement, and cleaning supplies

Critical Severity Level: Includes articles of staff uniform, staff ID badge, KJCC or personal keys, proximity access cards, unit hand-held radios, unit restraints, or telephones.

Non-Critical Severity Level: Items such as furniture, computer equipment, etc.

Shadow Board: Board designated for storage of tools wherein an outline of each tool is marked in color to contrast the background.

Culinary Instruments: All knives, cleavers, forks, spatulas, spoons, whisks, pots, pans, trays, pitchers and other items used in food preparation or food services, which may pose a security risk.

Medical Instruments: All scalpels, scissors, needles, syringes, sharp instruments, or other items used in the medical area, which pose a security risk.

Mops, Brooms, and other Cleaning Equipment: Will not be considered tools; however, all staff should account for cleaning equipment used during their shift. Broken or lost items should be reported to the Shift Manager.

PROCEDURES

I. Receipt and Marking of Tools

- A. Area supervisors shall ensure that all tools shall be engraved with a unique numbering system, which will consist of the alphabetical engraving code for the area followed by numbers in sequential order (up to three digits) that represent that specific tool on the master inventory list. There should be a space placed between the alpha character and the 3-digit number. The following divisions/areas shall mark all tools issued using the engraving and color codes shown below.

Engraving Code	Area	Division/Area	Color
A	Automotive Shop	School	Blue
B	Carpenters Shop	Maintenance	Red
C	Construction Shop	School	Blue
D	Dietary	Aramark	Yellow
F	Facility Maintenance	School	Blue
G	Groundskeeping/Horticulture/Green House	School	Blue
H	Health Services	Health Services	Green
M	Maintenance-General Use Tool Cribs & Tool Boxes	Maintenance	Red
N	Paint Shop	Maintenance	Red
P	Power Plant	Maintenance	Red
T	Textile Industries	School	Blue
Q	Small Engines	School	Blue
R	Computer Repair	School	Blue
S	Graphic Design	School	Blue
U	Computer Network Manager	School	Blue
V	IT Manager	IT	Orange
O	Other		Black

- B. Tools exempt from engraving requirements are those tools which would be rendered unusable by such marking and tools too small to mark.
- C. Tools that contain multiple pieces, such as drill bits, socket sets, nut drivers, and other similar tools, will be issued as a complete set and all components marked with the same number.

II. Storage, Issuance, and Inventory of Tools

- A. Area supervisors shall be responsible for developing and maintaining an inventory listing of all tools utilized within their work site. Inventories shall include the name of the tool, a description of the tool, the number assigned to the tool, the color code for the tool, and the location of the tool. (See Attachment B) Copies of the inventory shall be maintained where the tools are issued and a copy of the inventory listing shall be sent to the facility Safety and Security Specialist electronically.
- B. All tools shall be inspected and inventoried quarterly by the Safety and Security Specialist verifying proper procedures are in place. Any discrepancies will be reported to the area supervisor and the facility Superintendent.
- C. Each area shall develop a written system for issuing and accounting for tools which will allow the supervisor of that activity to know at all times the location or status of the tool. This system will include the Tool Control Log shown at Attachment C of this policy. In areas with juveniles, juveniles may not leave an area or activity until all tools are accounted for and in their proper place. The tool inventory and Tool Control Log will be kept on the tool cabinet with the tools. Completed Tool Control Logs will be forwarded weekly to the Safety and Security Specialist.
- E. An inventory of all tools (including culinary and medical instruments) shall be conducted on a daily basis in the following areas.

1. Medical Services
 2. Maintenance
 3. Food Service
 4. School/Vocational/Industries Program
 5. Commissary
- F. A shift inventory shall be maintained in all areas in which juveniles have direct access to the tools.
- G. Notification of disposals, replacements and/or additions shall be recorded on the inventory listing. The individual making the entry into the inventory record should sign and date each transaction, and notify the facility Safety and Security Specialist of the change in inventory.

III. Storage of Tools

- A. All tools shall be stored on shadow boards, or in locked tool caddies, locked cabinets, locked toolboxes, locked tool cages and/or locked offices. Items such as ladders shall be padlocked in their assigned secured shop or area.

IV. Division Procedures

- A. Maintenance: All tools shall be locked in the tool cage or locked in the personal lockers and tool boxes provided for all maintenance personnel. All ladders will be secured with chains and padlocks. Tools issued to the Maintenance Division will be marked as outlined in Section I.A. Tools in Maintenance staff tool boxes shall be marked with the employee's radio designation and a number up to three digits; for example: tools for the employee with the Maintenance 15 radio designation would be marked M15-1, M15-2, M15-3, etc.
1. Maintenance staff shall be responsible for tools used on a daily basis. Tool cages and lockers will be secured when personnel are not in the work area.
- B. Dietary: All knives that have sharp points/edges, such as paring knives; cooking utensils with sharp points/edges; cleavers; knife sharpeners; meat saws; scissors; and other dangerous instruments used by Dietary Staff shall be stored in a locked storage cabinet at all times when they are not in use. These items will be issued to Dietary staff by the Dietary Supervisor. An inventory list will be kept by the locked cabinet. The Shift Supervisor is responsible for insuring all utensils are accounted for at the close of each shift. The supervisor will sign the shift inventory once all tools have been accounted for.
- C. Medical: All surgical, dental, and other medical equipment that could be used in a dangerous manner shall be locked in a secure cabinet or storage area. An inventory will be kept of all instruments such as scalpels, needles, and syringes. All items will be inventoried daily. When possible all equipment will be marked with "medical" department. Only the minimum number of syringes and needles will be made available for use by medical staff on a daily basis. All used syringes and needles will be crushed or disposed of in a safe and secure manner as biohazard waste. No juvenile will be left unattended in the Health Services Office for any reason.
- D. School: A master list of all tools issued to the School and Vocational/Industries areas shall be kept in the School Administration Office. Each teacher will be responsible for scissors and similar equipment used in classroom assignments. When these tools and equipment are not in use, they will be inventoried and secured by School personnel or JCO personnel. A JCO post has been established to serve as Tool Control Officer for the vocational programs located in the Vocational Building.
- E. Commissary: All tools, supplies, and equipment shall be locked in a secure area. Juvenile workers will be under direct supervision while in the work area. KJCC staff entering the Commissary will request assistance from the Commissary staff.
- F. Tools in units shall be secured on a shadow board or in a locked cabinet. Razors and other sharp objects used for juvenile personal hygiene will be locked in a secure area when not in use.
- G. Barber tools shall be inventoried at the beginning and end of each scheduled barbershop shift.

- H. Contractors and Vendors: The Maintenance Division Physical Plant Supervisor Senior shall brief all contractors on tool and work site security before work projects begin. All toolboxes and work vehicles will be locked when not under immediate supervision. Contractors will submit to periodic inspection of vehicles, toolboxes, and other equipment to insure all security procedures are followed. When contractors are working in a juvenile area, they must be escorted by KJCC staff. The Maintenance Division Physical Plant Supervisor Senior will be informed of any security violations. Contractors shall account for all tools before leaving the work area/facility.

V. Worn-Out or Damaged Tools

- A. Area supervisors are responsible for notifying the Maintenance Division for pick-up and disposal of broken or unserviceable tools and materials. Broken or unserviceable tools shall be secured in locked storage until they are picked up by Maintenance Division.
- B. Maintenance Division shall destroy broken or unserviceable tools within one (1) month by cutting, breaking, crushing, or other similar methods.
- C. Tools being destroyed shall be recorded on a Tool Destruction Log (Attachment D to this policy) containing the following information: name of destroying employee, initials of witnessing employee, description of tool and assigned number if applicable, reason for destruction, and date destroyed.
1. Tool destruction logs shall be maintained for a minimum of three (3) years.
 2. The unique number assigned to a destroyed tool shall not be used again.
- D. Area supervisors shall remove tools that have been destroyed from inventory lists, make the proper arrangements for replacement, and inform the facility Safety and Security Specialist of the action taken.

VI. Missing Tools

- A. Class A or B Tools: Juveniles shall be held in the area until additional staff arrives to conduct a search of the juveniles. If the tool is not found, all units, Central Control, and the Safety and Security Specialist will be notified immediately and a written report made on the Missing Items Report (Attachment E to this policy). The report should include the description of the missing item and the names of the juveniles having access to tool. The incident also will be reported on an Incident Report form. The Safety and Security Specialist will send an email to all KJCC staff reporting the missing tool.
- B. A list of missing tools shall be kept by Central Control, the Safety and Security Specialist and the area supervisor. When missing tools are found, the lists should be checked and the located tool removed from the lists. The Safety and Security Specialist will notify all KJCC staff via email that the tool has been recovered.
- C. It is the responsibility of each unit staff to enter a warning into the unit daily log when notified of a missing tool.

VI. Special Security Precautions

- A. Acetylene welding torches shall be stored chained and locked in an upright position. When not in use all cutting tips shall be secured and stored separately from their gas supply source.
- B. All ladders, ropes, chains, and garden hoses shall be secured when not in use.
- C. Tools shall not be left unattended at any work site by any individual.

VI. Accounting of Sporks:

- A. Both the Dietary Staff and the Juvenile Corrections staff count sporks before juveniles are to be served. The JCO's will count the sporks back to Dietary personnel at the end of each meal.

VII. Training

- A. All staff shall be trained on proper handling of tools at KJCC.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and juveniles and those entities that are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or juveniles, or an independent duty owed by the Juvenile Justice Authority to employees, juveniles, or third parties. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None

REFERENCES

3-JTS-3A-23

ATTACHMENTS

Attachment A: Critical Class A Tool List

Attachment B: Tool Inventory Form

Attachment C: Tool Control Log

Attachment D: Tool Destruction Log

Attachment E: Missing Items Report

Critical Class A Tool List

Critical Class A Tools: Includes all devices which have the immediate and inherent capacity to be used as lethal weapons, inflict bodily harm, and/or be utilized in an escape effort. Class A tools include, **but are not limited to**, all tools listed in the Critical Class A list below.

Axes

Blades:

Band saw blades

Hack saw blades

Keyhole saw blades

Metal cutting blades

Reciprocating saw blades

Scalpel blades

Bolt Cutters

Butt Sets

Come-Along Pullers

Conduit, tubing, and pipe benders

Crow Bars

Drill Bits

Hammers

Hatchets

Hedge Clippers

Knives:

Kitchen knives

Utility knives

Hunting knives

Folding knives

Ladders

Pliers

Lineman Pliers

Medical Instruments

Metal Files

Pipe Wrenches

Wrenches

Pitchforks

Portable Grinders

Pressurized Cylinders/Tanks:

Acetylene tanks

Air tanks

Oxygen tanks

All other high-pressure bottles

Saws:

Chain saws

Chop saws

Keyhole saws

Reciprocating saws

Hacksaws

Scaffolding, idle scaffolding

Metal Scissors

Screwdrivers

Tin Snips

Tow chains

Welding Torches and Tips

Wood Chisels

Area: _____

[illegible]

KANSAS JUVENILE CORRECTIONAL COMPLEX TOOL CONTROL LOG

Area: _____

[illegible]

TOOL DESTRUCTION LOG

Month: _____

[illegible]

**KANSAS JUVENILE CORRECTIONAL FACILITY
MISSING ITEMS REPORT**

TO: Safety and Security Specialist

FROM: _____

(Department)

The tool(s) listed below have been lost/stolen from this worksite on _____
(date)

<u>Description</u>	<u>Number Missing & Class</u>
_____	_____
_____	_____
_____	_____
_____	_____

Circumstances surrounding this loss are as described below:

An incident report form must be completed by the reporting staff by the end of their shift.

cc: Shift Manager
Central Control
Supervising Department Head